



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE**

POSITION TITLE: Courthouse Project Coordinator
LOCATION: Nashville, Tennessee
SALARY RANGE: \$58,700 to \$113,459 (CL 28 to CL 29) Starting salary commensurate with work experience, previous federal government service, and prior pay history.
START DATE: Position available immediately
CLOSING DATE: Open Until Filled, with preference given to resumes received by June 18, 2018.

POSITION OVERVIEW:

The United States District Court for the Middle District of Tennessee seeks a Courthouse Project Coordinator to assist with the day-to-day project management of the new courthouse project in Nashville.

PRIMARY RESPONSIBILITIES:

- Assists the Architect/Project Manager with oversight of the design and construction process on behalf of the court.
- Tracks all design and construction issues and time lines to ensure compliance. Timely communicates deficiencies to the architect, project judicial officer, clerk of court, chief deputy, and others as appropriate.
- Reviews finish samples, schedules, catalog cuts, and shop drawings. Recommends modifications as necessary to ensure building themes and color schemes fit the design intent.
- Coordinates the installation of electrical, telecommunications, automation systems, courtroom technology equipment, and security installation.
- Coordinates the acquisition and installation of sound systems.
- Reviews, analyzes, and recommends space resources; creates space planning and architectural design concepts; interprets architectural drawings and specifications for user groups while maintaining compliance with design specifications, the U.S. Courts Design Guide, and any other judiciary policy.

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- Prepares specifications, solicitations, statements of work, and requests for qualifications and/or proposals that are thorough, clear and meet customer requirements.
- Conducts thorough research and evaluation of suppliers based on price, quality, selection, service support, availability, reliability, production, distribution capabilities, reputation and history.
- Obtains and reviews competitive bids, quotes, and proposals from vendors and contractors while meeting appropriate procurement guidelines.
- Efficiently procures equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, and existing government contracts or through available excess.
- Plans and coordinates time and delivery of purchases to meet established deadlines.
- Thoroughly assesses requests for goods or services by ensuring they are allowable under limitations, restrictions, and local and national policies and procedures.
- Assists with the development of moving plans and coordinates the relocation of court assets during and following construction.
- Manages or assists with special projects and performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The successful applicant will possess a minimum of three years of progressively responsible project management work experience in architectural and/or construction disciplines, including experience related to interior design, space planning, move coordination, and familiarity with building codes. Requires experience in developing design programs, reviewing construction documents and estimates, and resolving related issues from preliminary design through construction. Proficiency with AUTOCAD is required. Familiarity with courthouse or other public sector construction projects, the federal General Services Administration regulations (GSA P-100) and the U.S. Court Design Guide is desirable. A four-year college degree in architecture, engineering, or construction management is required.

The successful candidate will also possess:

- Knowledge of architectural principles, theories, concepts, methods and techniques;
- Excellent project management skills in organization, analysis, documentation, and strategic thinking;
- Strong initiative, creativity and analytical skills needed to conceive, develop, document and efficiently manage projects;
- Excellent working knowledge of and experience with design and construction fields, skills in reviewing and analyzing construction documents and cost estimates, negotiating fees and costs and resolving issues from preliminary design through construction;
- Strong ability to be flexible and adapt to unanticipated needs and problems and have the ability to work independently along with participating 100% in team and cross-team environments;
- Extraordinary attention to detail;

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- Excellent organizational and time management skills;
- Spatial reasoning and problem solving skills;
- Strong customer service skills and ability to deal with a wide variety of people tactfully and courteously;
- Ability to use independent judgment;
- Ability to stand for long periods of time, frequent bending, stooping, walking, crouching, and working in cramped positions;
- Availability to work overtime and overnight travel

APPLICATION PROCESS:

Interested applicants should submit **one PDF document** that contains (1) a cover letter and (2) a resume. Email the PDF document to applications@tnmd.uscourts.gov with the subject line "Courthouse Project Coordinator." The position is open until filled with preference given to resumes received by June 18, 2018.

The Court is not authorized to reimburse travel expenses for interviews or relocation.

EQUAL OPPORTUNITY EMPLOYER